



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157
(800) 803-9202 - (512) 463-6599 - FAX (512) 463-1512
www.tdlr.texas.gov - education@tdlr.texas.gov

TEXAS COSMETOLOGY SCHOOL CONVERSION TO CREDIT HOUR PROGRAM APPLICATION INSTRUCTIONS

PLEASE NOTE:

- The application must be completed and signed by the applicant or authorized designee.
- All information provided must be typed or printed in black ink.

School Name – Enter the official name of the school.

School License Number – Provide the school license number.

School Mailing Address and Contact Information - Enter the mailing address for the school. This address is where the Department will mail all correspondence and may be a post office box.

Documentation to be Submitted — Provide the following documentation:

NOTE: A copy of Section 83.120 of the Rules will not be accepted.

- Modules (max: 600 hours) with description as they will appear in the catalog.
- Number of credit hours in each module.
- Course completion sheets or documentation showing module completions.
- School Attendance policy (this must be from school and/or district handbook, copied and/or pasted is acceptable).
- School Grading policy (this must be from school and/or district handbook, copied and/or pasted is acceptable).
- Description of clock to credit conversion.

Signature of Applicant(s) and/or Officer(s) – Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.

**Submit the application and supporting documents to TDLR
at the address shown above.**

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APPLICATION FOR:

**Texas Cosmetology School
Conversion to Credit Hour Program**

PURSUANT TO TITLE 9, TEXAS OCCUPATION CODE, CHAPTERS 1602 AND 1603

School Name		License #
School's Mailing Address <div style="display: flex; justify-content: space-between;"><div>Number, Street and Apt. No</div><div>-OR-</div><div>PO Box Number</div></div> <div style="display: flex; justify-content: space-between;"><div>City</div><div>State</div><div>Zip Code</div></div> <div style="display: flex; justify-content: space-between;"><div>Contact Person</div><div>email Address (johndoe@aol.com for example)</div></div> <div style="display: flex; justify-content: space-between;"><div>()</div><div>()</div></div> <div style="display: flex; justify-content: space-between;"><div>Area Code</div><div>Phone Number</div><div>Area Code</div><div>Fax Number</div></div>		
Select the course(s) to be approved.		
<input type="checkbox"/>	Operator (1,500 hours)	<input type="checkbox"/> Eyelash Extension (320 hours)
<input type="checkbox"/>	Operator (1,000 hours, high school)	<input type="checkbox"/> Hair Weaving (300 hours)
<input type="checkbox"/>	Class A Barber to Cosmetology Operator (300 hours)	<input type="checkbox"/> Wig (300 hours)
<input type="checkbox"/>	Esthetician (750 hours)	<input type="checkbox"/> Hair Braiding (35 hours)
<input type="checkbox"/>	Manicure (600 hours)	<input type="checkbox"/> Instructor (750 hours)
<input type="checkbox"/>	Esthetician/Manicure (1,200 hours)	<input type="checkbox"/> Instructor (500 hours)
Submit the following for review: (A copy of Section 83.120 of the Rules will not be accepted) <ul style="list-style-type: none">Modules (max: 600 hours) with description as they will appear in the catalog.Number of credit hours in each module.Course completion sheets or documentation showing module completionsSchool Attendance policy (this must be from school and/or district handbook, copied and pasted is acceptable).School Grading policy (this must be from school and/or district handbook, copied and pasted is acceptable).		
STATEMENT OF APPLICANT(S)		
By signing this application I certify all information submitted on this and attached forms is true and accurate. I certify that I will comply with all applicable provisions of the Texas Occupation Code, Chapters 51, 1602, and 1603; Texas Administrative Code, Title 16 Chapter 60 and the Cosmetology Administrative Rules, Texas Administrative Code, Title 16 Chapter 83. I understand that providing false information on this application may result in revocation of the privilege I am requesting and the possible imposition of administrative penalties.		
<div style="display: flex; justify-content: space-between;"><div>Printed Name of Owner, Officer, or Authorized Representative</div><div>Signature of Owner, Officer, or Authorized Representative</div><div>Date Signed</div></div>		